

## Instructions for Completing Missouri Delta Epsilon Chi Membership Roster

Please read and follow these instructions carefully to correctly complete the roster. **Check the “Initial Roster” box at the top of the roster.**

- Step 1: Check the pre-printed name and address on the form. Make all corrections directly on the label. If your chapter is new, type the address in the space provided on the left exactly as you wish to have your mailings addressed. DO NOT peel the label off.
- Step 2: Type on the roster the full name of the dues paying primary chapter advisor. Include phone number and fax number with area code, as well as the advisor’s e-mail address. In the appropriate space, fill in the number of years the primary advisor has served as a chapter advisor (including current year). Include the name of a school administrator, as well as a chapter and school Web site, if applicable (will be used for links from the ΔEX Web site).
- Step 3: Check the appropriate box for chapter status.
- Step 4: On a separate sheet of school letterhead, type the heading “**Additional Advisors**” and list the additional advisors (last name, first name), e-mail address, and number of years of service.
- Step 5: Following “Additional Advisors” (if applicable), type the heading “**Professional Members**” and list professional members (last name, first name), complete mailing address (if different from school address), e-mail address, and phone number.
- Step 6: Following “Professional Members” (if applicable), type the heading “**Alumni Members**” and list alumni members (last name, first name), complete mailing address, e-mail address, and phone number.
- Step 7: Following “Alumni Members” (if applicable), type the heading “**Student Members.**” First type the last name, first name, and e-mail address of the Chapter President, followed by the student roster (including the name of the Chapter President) in alphabetical order. The minimum chapter size is ten (10) student members and one chapter advisor.
- Step 8: Please enter the student member totals for gender, age and ethnic origin. The sum of each category should equal the total number of student members listed.
- Step 9: Check the box for the appropriate level of chapter participation in the National Membership Campaign, “**Delta Epsilon Chi: A Step Ahead.**” A box must be checked on the initial roster in order to receive recognition. Refer to the membership campaign brochure for specifics.

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Step 10: Calculate dues and complete the chart at the bottom of the roster. Multiply the number of members in each category by the \$10.00 national dues. Total the national dues owed. Multiply the number of members in each category by the \$2.00 state dues. Total the state dues owed. Add the national dues and state dues and enter the total in the Grand Total box.

Step 11: The chapter advisor must sign and date the roster. Each sheet of school letterhead attached must be initialed by the chapter advisor. Faxed copies cannot be accepted.

- Submit the shipping copy, national copy, and state copy of the roster, 3 copies of all membership lists on school letterhead, and check or order for the total amount of dues to **Missouri Delta Epsilon Chi. November 1** is the postmark deadline date. Submit a photocopy of the roster to your payment office to serve as your invoice rather than the actual copy of the roster. We **MUST** have your original roster in order to process membership.
- DECA dues are non-transferable and non-refundable. If a student transfers to your program and has paid dues at another chapter within state, they do not have to pay state and national dues again.
- Carefully proofread the names of all members you submit on the roster to be sure names have not been omitted or entered twice.
- The deadline for submitting the initial roster is **November 1**. Mail the completed roster along with your check or purchase order for state and national dues to:

**Missouri Delta Epsilon Chi  
P.O. Box 480  
Jefferson City, MO 65102**

- Original rosters must be submitted, therefore faxes are not acceptable.
- Make all checks payable to “**Missouri Delta Epsilon Chi.**”
- An additions roster will be generated by National DECA and mailed to directly to you. The deadline for the additions roster and dues is **February 3, 2003**. This should be sent to **Missouri Delta Epsilon Chi**. You must submit an initial roster in order to be recognized as a chapter and to receive an additions roster.